

**Community Outreach Partnership Centers Program**  
**Budget** (Applicant should duplicate this first page as necessary)

U.S. Department of Housing and Urban Development  
Office of Policy Research and Development

OMB Approval No. 2528-0180 (exp. 2/28/2003)

Functional Category	Year 1		Year 2		Year 3		Total	
	Federal \$	Match \$	Federal \$	Match \$	Federal \$	Match \$	Federal \$	Match \$
Name of First Category								
Direct Labor								
Fringe Benefit								
Materials								
Travel								
Equipment								
Consultants								
Subcontracts								
Other Direct Costs								
Indirect Costs								
<b>Subtotal</b>								
Name of Category								
Direct Labor								
Fringe Benefit								
Materials								
Travel								
Equipment								
Consultants								
Subcontracts								
Other Direct Costs								
Indirect Costs								
<b>Subtotal</b>								
Name of Category								
Direct Labor								
Fringe Benefit								
Materials								
Travel								
Equipment								
Consultants								
Subcontracts								
Other Direct Costs								
Indirect Costs								
<b>Subtotal</b>								

The information collection requirements contained in this notice of funding availability and application kit will be used to rate applications, determine eligibility, and establish grant amounts for the Community Outreach Partnership Centers (COPC) program. Total public reporting burden for collection of this information is estimated to average 80 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information submitted in response to the notice of funding availability for the COPC program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Pub. L. 101-235, approved December 15, 1989, 42 U.S.C. 3545). The agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

form HUD-30003 (11/1999)

**Verification of Match  
for New Grants****Record of Match Commitments**

List of matching sources

Check if commitment letter is  
included and activity is eligible  
for match

1.

2.

3.

4.

5.

6.

7.

8.

**Verification of Match (cont'd.)****CALCULATION OF THE MATCH****1. REQUIRED MATCH:****A. Research Total Project Costs::**

$$\begin{array}{rcl} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\ \text{(Grant request for} & & \text{(Match for Research)} & & \text{(Research Total Project Costs)} \\ \text{Research)} & & & & \end{array}$$

Research match should be:

$$\begin{array}{rcl} \underline{\hspace{2cm}} & \times & 50\% = \underline{\hspace{2cm}} \\ \text{(Research Total Project Costs)} & & \text{(Required Research Match)} \end{array}$$

**B. Outreach Total Project Costs::**

$$\begin{array}{rcl} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\ \text{(Grant request for} & & \text{(Match for Outreach)} & & \text{(Outreach Total Project Costs)} \\ \text{Outreach)} & & & & \end{array}$$

Outreach match should be:

$$\begin{array}{rcl} \underline{\hspace{2cm}} & \times & 25\% = \underline{\hspace{2cm}} \\ \text{(Outreach Total Project Costs)} & & \text{(Required Outreach Match)} \end{array}$$

**C. Required Total Match:**

$$\begin{array}{rcl} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\ \text{(Required Research} & & \text{(Required Outreach} & & \text{(Required Total} \\ \text{Match-from 1.A.)} & & \text{Match-from 1.B.)} & & \text{Match)} \end{array}$$

**2. ACTUAL MATCH FOR STATUTORY PURPOSES:**

**COUNT ONLY THOSE ITEMS WHICH ARE ELIGIBLE AND FOR WHICH THERE ARE COMMITMENT LETTERS, USING THE FORM HUD-30001. THAT FORM AND THE FIRST PART OF THIS WORKSHEET SHOULD CONFORM.**

Research match provided: \_\_\_\_\_

Outreach match provided: \_\_\_\_\_

Total match provided: \_\_\_\_\_

**Match provided is more than match required:**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**3. ACTUAL MATCH FOR FACTOR 4 PURPOSES:**

Actual total match provided (from # 2 above): \_\_\_\_\_

Minus indirect match: \_\_\_\_\_

Actual total match for following calculations: \_\_\_\_\_

**4. MATCH OVERAGE**

$$\frac{\text{Total Actual Match (w/o indirect costs)}}{\text{Total Required Match (from 1.C.)}} = \underline{\hspace{2cm}}$$

(As long as the number produced is more than 1, use only amount to the right of the decimal point to determine overage. If the number is less than 1, there is no match overage and you are not eligible for any points under this subfactor.)

**5. MATCH FROM OUTSIDE SOURCES**

$$\frac{\text{Total Match from Outside Sources (from 2.)}}{\text{Total Actual Match (w/o indirect costs)}} = \underline{\hspace{2cm}}$$

---

**Verification of Match  
for New Directions Grants**

**Record of Match Commitments**

List of matching sources

Check if commitment letter is  
included and activity is eligible  
for match

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**Verification of Match (cont'd.)****CALCULATION OF THE MATCH****1. REQUIRED MATCH:****A. Research Total Project Costs::**

$$\frac{\text{Grant request for Research}}{\text{Grant request for Research}} + \frac{\text{Match for Research}}{\text{Match for Research}} = \frac{\text{Research Total Project Costs}}{\text{Research Total Project Costs}}$$

Research match should be:

$$\frac{\text{Research Total Project Costs}}{\text{Research Total Project Costs}} \times 60\% = \frac{\text{Required Research Match}}{\text{Required Research Match}}$$

**B. Outreach Total Project Costs::**

$$\frac{\text{Grant request for Outreach}}{\text{Grant request for Outreach}} + \frac{\text{Match for Outreach}}{\text{Match for Outreach}} = \frac{\text{Outreach Total Project Costs}}{\text{Outreach Total Project Costs}}$$

Outreach match should be:

$$\frac{\text{Outreach Total Project Costs}}{\text{Outreach Total Project Costs}} \times 35\% = \frac{\text{Required Outreach Match}}{\text{Required Outreach Match}}$$

**C. Required Total Match:**

$$\frac{\text{Required Research Match-from 1.A.}}{\text{Required Research Match-from 1.A.}} + \frac{\text{Required Outreach Match-from 1.B.}}{\text{Required Outreach Match-from 1.B.}} = \frac{\text{Required Total Match}}{\text{Required Total Match}}$$

**2. ACTUAL MATCH FOR STATUTORY PURPOSES:**

**COUNT ONLY THOSE ITEMS WHICH ARE ELIGIBLE AND FOR WHICH THERE ARE COMMITMENT LETTERS, USING THE FORM HUD-30001. THAT FORM AND THE FIRST PART OF THIS WORKSHEET SHOULD CONFORM.**

Research match provided: \_\_\_\_\_

Outreach match provided: \_\_\_\_\_

Total match provided: \_\_\_\_\_

**Match provided is more than match required:**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**3. ACTUAL MATCH FOR FACTOR 4 PURPOSES:**

Actual total match provided (from # 2 above): \_\_\_\_\_

Minus indirect match: \_\_\_\_\_

Actual total match for following calculations: \_\_\_\_\_

**4. MATCH OVERAGE**

$$\frac{\text{Total Actual Match (w/o indirect costs)}}{\text{Total Required Match (from 1.C.)}} = \underline{\hspace{2cm}}$$

(As long as the number produced is more than 1, use only amount to the right of the decimal point to determine overage. If the number is less than 1, there is no match overage and you are not eligible for any points under this subfactor.)

**5. MATCH FROM OUTSIDE SOURCES**

$$\frac{\text{Total Match from Outside Sources (from 2.)}}{\text{Total Actual Match (w/o indirect costs)}} = \underline{\hspace{2cm}}$$



**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

---

**HISTORICALLY BLACK COLLEGES  
AND UNIVERSITIES (HBCU)**

Billing Code 4210-32-C

BILLING CODE 4210-32-C



## FUNDING AVAILABILITY FOR THE HISTORICALLY BLACK COLLEGES AND UNIVERSITIES PROGRAM

### Program Overview

*Purpose of the Program.* To assist HBCUs expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, principally for persons of low and moderate income, consistent with the purposes of Title I of the Housing and Community Development Act of 1974.

*Available Funds.* Approximately \$10 million.

*Eligible Applicants.* Only HBCUs as determined by the Department of Education in 34 CFR 608.2 in accordance with that Department's responsibilities under Executive Order 12876, dated November 1, 1993, are eligible for funding under the HBCU Program.

*Application Deadline.* **May 10, 2000.**  
*Match:* None.

### ADDITIONAL INFORMATION

If you are interested in applying for funding under the HBCU program, please review carefully the **General Section** of this SuperNOFA and the following additional information.

#### I. Application Due Date, Application Kits, Further Information, and Technical Assistance

*Application Due Date.* Your completed application is due on or before 12:00 midnight, Eastern time, on May 10, 2000, at HUD Headquarters with a copy to the appropriate HUD CPD Field Office.

See the **General Section** of this SuperNOFA for specific procedures covering the form of application submission (e.g., mailed applications, express mail, overnight delivery, or hand carried).

*Address for Submitting Applications.* Your completed application consists of one original and two copies of your application. Submit your original signed application and one of the two copies to the following address: Processing and Control Branch, Office of Community Planning and Development, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7251, Washington, DC, 20410. When submitting your application, please refer to the **HBCU Program**, and include your name, mailing address (including zip code) and telephone number (including area code).

*Copies of Applications to HUD Offices.* To facilitate processing and review of your application, submit one

copy (the second copy) to the Community Planning and Development (CPD) Director in the appropriate HUD Field Office for the HBCU by 6:00 pm, local time, on May 10, 2000. The list of HUD Field Offices with CPD Directors is included in Appendix A.

HUD will accept only *one* application per HBCU. If HUD receives more than one application from a single HBCU, the application that was received earliest will be considered for funding. All others are ineligible.

You should take this policy into account to ensure that multiple applications are not submitted.

*For Application Kits.* For an application kit and any supplemental materials, you should call the SuperNOFA Information Center at 1-800-HUD-8929. If you have a hearing or speech impairment please call the Center's TTY number at 1-800-HUD-2209. When requesting an application kit, you should refer to the **HBCU Program** and provide your name, address (including zip code), and telephone number (including area code). You may also download the application on the Internet through the HUD web site at <http://www.hud.gov>.

*For Further Information and Technical Assistance.* You may contact Delores Pruden or Ophelia Wilson, Historically Black Colleges and Universities Program, Office of the Deputy Assistant Secretary for Grant Programs, Community Planning and Development, Department of Housing and Urban Development, 451 Seventh St, SW, Washington, DC 20410; telephone (202) 708-1590. (This is not a toll-free number.) If you have a hearing or speech impairment, you may access this number via TTY by calling the Federal Information Relay Service toll-free at 1-800-877-8339. You may also obtain information from the HUD Field Office located in your geographic area. Appendix A contains the names, addresses and telephone numbers of the HUD Field Offices. For general information and information regarding training on this HBCU Program section of the SuperNOFA, you can call the SuperNOFA Information Center at 1-800-HUD-8929.

*Satellite Broadcast.* HUD will hold an information broadcast via satellite for potential applicants to learn more about the program and preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD web site at <http://www.hud.gov>.

#### II. Amount Allocated

Approximately \$10 million is being made available for funding under this

program section of the SuperNOFA. Additional funds may be available if funds are recaptured, deobligated, appropriated or otherwise made available during the fiscal year.

(A) *Allocation of Funding.* In order to ensure that some previously unfunded HBCUs will receive awards in this competition, approximately one-fifth of the available funds will be awarded to HBCUs that have not previously been funded under the HUD HBCU program. (The FY 1991 competition was the first funded under the current HBCU Program authorization, section 107(b)(3) of the Housing and Community Development Act of 1974.) Therefore, of the \$10 million in FY 2000 funds made available under this SuperNOFA for the HBCU Program:

(1) Approximately \$2 million will be awarded to HBCUs that have not received funding in past HUD HBCU competitions under section 107(b)(3) of the Housing and Community Development Act of 1974. This includes competitions for Fiscal Years 1991 through 1999 ("previously unfunded HBCUs").

Previously unfunded HBCUs are listed in Appendix B of this HBCU Program section of the SuperNOFA.

(2) The remaining approximately \$8 million of FY 2000 funds will be awarded to HBCUs that have received funding under such competitions ("previously funded HBCUs"). Previously funded HBCUs are listed in Appendix C of this HBCU Program section of the SuperNOFA.

If recaptured funds are made available, those funds will also be divided proportionately between the two types of applicant funding pools; i.e. one fifth to previously unfunded HBCUs and four fifths to previously funded HBCUs.

HUD reserves the right to make awards for less than the maximum amount or less than the amount requested in a particular application. Awards will be made in the form of grants. **The maximum amount awarded to previously unfunded applicants will be up to \$300,000 and the maximum amount awarded to previously funded applicants will be up to \$400,000.** However, should a previously unfunded or funded HBCU propose activities to address a past "Presidentially Declared Disaster", the HBCU may apply for up to an additional \$100,000 for eligible activities. For disasters declared during calendar years 1992 through 1999, an HBCU may confirm or identify major disaster areas (generally counties or independent cities) by looking up "Federally Declared Disasters" on the Federal Emergency Management

Agency's web-site at [www.fema.gov/library/drcys.htm](http://www.fema.gov/library/drcys.htm). At HUD, more information on disasters may be obtained from Jan Oppen. Mr. Oppen can be reached on 202-708-3587.

(B) *Term of Grant.* The maximum period for performance of your proposed program under this SuperNOFA for the HBCU Program is 24 months. The performance period will commence on the effective date of your grant agreement.

### III. Program Description; Eligible Applicants; Eligible Activities

#### (A) *Program Description.*

Approximately \$10,000,000 is available in funding for the Historically Black Colleges and Universities (HBCU) Program. The HBCU Program assists HBCUs expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, consistent with the purposes of Title I of the Housing and Community Development Act of 1974.

(1) For the purposes of this program, the term "locality" includes any city, county, town, township, parish, village, or other general political subdivision of a State or the U.S. Virgin Islands within which an HBCU is located.

(2) If your HBCU is located in a metropolitan statistical area (MSA), as established by the Office of Management and Budget, you may consider your locality to be one or more of these entities within the entire MSA. The nature of the locality for each HBCU may differ, therefore, depending on its location.

(3) If the HBCU is proposing activities for the purpose of providing assistance to address a "Presidentially Declared Disaster", HUD may, in accordance with regulatory waiver standard requirements, grant a waiver of the locality restriction to allow the HBCU to carry out disaster activities within the entire area of the State in which the HBCU is located.

(4) A "target area" is the locality or the area within the locality in which your HBCU will implement its proposed HUD grant activities.

(B) *Eligible Applicants.* Only HBCUs as determined by the Department of Education in 34 CFR 608.2 in accordance with that Department's responsibilities under Executive Order 12876, dated November 1, 1993, are eligible for funding under the HBCU Program. As indicated in Section II(A)(1) and (2), funds available under this program will be split between two classes of HBCU applicant, which will

be rated, ranked, and selected separately.

#### (C) *Eligible Activities.* (1) *General.*

Each activity you propose for funding must meet both a Community Development Block Grant (CDBG) Program national objective AND the CDBG eligibility requirements. Eligible activities that may be funded under the HBCU Program are those activities eligible for CDBG funding. The eligible activities are listed in 24 CFR part 570, subpart C, particularly §§ 570.201 through 570.206. Additionally, not less than 51% of the aggregated expenditures of a grant must benefit low and moderate income persons under the criteria specified in 24 CFR 570.208(a) or 570.208(d)(5) or (6).

(2) *National Objectives.* Each activity that may be funded under this SuperNOFA for the HBCU Program must meet one of the three national objectives of the Community Development Block Grant program which are:

- (a) Benefit to low- or moderate-income persons;
- (b) Aid in the prevention or elimination of slums or blight; or
- (c) Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs.

Criteria for determining whether an activity addresses one or more of these objectives are provided at 24 CFR 570.208. This year, HUD is encouraging HBCUs that want to provide CDBG assistance in "Presidentially Declared Disaster Areas" (beginning in 1992) to consider funding eligible activities to address the damage within their localities.

#### (3) *Examples of Eligible Activities.*

Examples of activities that generally can be carried out with these funds include, but are not limited to:

- (a) Acquisition of real property;
- (b) Clearance and demolition;
- (c) Rehabilitation of residential structures including lead-based paint hazard evaluation and reduction; and making accessibility and visitability modifications in accordance with the requirements of section 504 of the Rehabilitation Act of 1973;
- (d) Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities and streets;

If you are proposing to undertake any of the activities listed in (a) through (d), you will be required to provide at least

two reasonable appraisals/estimates, from a *qualified* entity other than the HBCU, of the cost to complete the activities. This information is to be submitted with your application. Such an entity must be involved in the business of housing rehabilitation, construction, and/or management;

(e) Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations where the assistance is

(i) Required under the provisions of 24 CFR 570.606(b) or (c); or

(ii) Determined by the grantee to be appropriate under the provisions of 24 CFR 570.606(d);

(f) Direct homeownership assistance to low- and moderate-income persons, as provided in section 105(a)(25) of the Housing and Community Development Act of 1974;

(g) Special economic development activities described at 24 CFR 570.203;

(h) Assistance to facilitate economic development by providing technical or financial assistance for the establishment, stabilization, and expansion of microenterprises, including minority enterprises;

(i) Establishment of a new or stabilization of an existing Community Development Corporation (CDC) to undertake or continue HBCU eligible activities. If you are proposing a Community Development Corporation (CDC) component, it may qualify for Community Based Development Organization (CBDO) activities;

(j) Assistance to a (CBDO) to carry out a CDBG neighborhood revitalization, community economic development, or energy conservation project, in accordance with 24 CFR 570.204. This could include activities in support of a HUD approved local entitlement grantee CDBG Neighborhood Revitalization Strategy (NRS) or HUD approved State CDBG Community Revitalization Strategy (CRS); and

(k) Eligible public service activities, including activities that provide a continuum of care for the homeless; adult basic education classes; GED preparation and testing; HBCU curriculum development of courses which will lead to a certificate or degree in community planning and development; job and career counseling and assessment; citizen participation academies, and public access telecommunications centers; social and medical services; and/or other support activities for low- and moderate-income residents, senior citizens and youth, including the U.S. Department of Education's Gaining Early Awareness

and Readiness for Undergraduate Programs (GEAR UP). (For more information regarding GEAR UP, call 1-800-USA-LEARN or visit the Department of Education's website at [www.ed.gov](http://www.ed.gov));

(l) Fair housing services designed to further the fair housing objectives of the Fair Housing Act (42 U.S.C. 3601-20) by making all persons, without regard to race, color, religion, sex, national origin, family status and/or disability aware of the range of housing opportunities available to them; and

(m) Payment of reasonable grant administrative costs and carrying charges related to the planning and execution of community development activities assisted in whole or in part with grant funds. HBCU program administrative costs may include capacity building to enhance your HUD HBCU previously funded activities, and/or the creation of new activities under this HUD HBCU grant. Administrative activities in connection with strengthening previous and new activities include hiring staff, supporting and training existing staff, providing software and other tools to provide administrative capability.

To enhance the program delivery capacity of HBCUs eligible under this SuperNOFA, you may propose to use up to 10% of your award funds to acquire technical assistance (TA) from a qualified TA provider to assist in implementing your proposed activities. While you are responsible for ensuring that potential TA providers are qualified, we believe that the most qualified providers would be entities/organizations that have demonstrated the expertise and capacity to successfully conceptualize, develop and implement community and economic development projects and initiatives similar to those you propose. Previously unfunded HBCUs are particularly encouraged to consider acquiring technical assistance from a qualified previously funded HBCU, as described in the paragraph below entitled "Partnering With A Qualified Previously Funded HBCU."

(3) *Activities Designed to Promote Training and Employment Opportunities.* In selecting proposed eligible activities, we urge you to consider undertaking activities designed to promote opportunities for training and employment of low-income residents in connection with HUD initiatives such as "Twenty/20 Education Communities (TEC) formerly known as the Campus of Learners" (COL) in public housing and "Neighborhood Networks" (NN) in other Federally-assisted or insured

housing. We also encourage you, whenever feasible, to propose implementing activities in a Federally-designated Urban or Rural (HUD or Department of Agriculture) Empowerment Zone, Urban or Rural Enterprise Community (EZ or EC), or a HUD-approved local CDBG Neighborhood Revitalization Strategy Area or HUD-approved State CDBG Community Revitalization Strategy Area.

(4) *Use of Grant Funds for the Provision of Public Services.* If you plan to use grant funds to provide public services, you are bound by the CDBG statutory requirement that not more than 15% of the total grant amount be used for public service activities that benefit low and moderate income persons. Therefore, you must propose to use at least 85% of the grant amount for activities qualifying under an eligibility category other than public services (as described at 24 CFR 570.201(e)). For example, while HUD encourages HBCUs to use a portion of their grant funds for curriculum development of courses that would lead to a certificate or degree in community planning and development, this activity is considered a public service and subject to the public service cap of 15%.

(5) *Partnering With A Qualified Previously Funded HBCU.* In order to foster further partnerships between HBCUs, you are encouraged to propose using a portion of the award funds to acquire technical assistance from a qualified previously funded HBCU to assist you to develop and implement the proposed activities. The cost for the technical assistance must be for **post award assistance** and *must be deemed by HUD as necessary and reasonable* for the purposes of your grant. Under no circumstances may you propose to use more than 10 percent of the total HUD grant (not including matching funds, if any) to purchase program activity technical assistance.

If you propose an activity which otherwise is eligible it may not be funded if State or local law requires that it be carried out by a governmental entity.

The CDBG Publication entitled "Everything You Wanted to Know About CDBG" discusses the regulations, and a copy can be ordered from HUD's SuperNOFA Information Center at 1-800-HUD-8929 or 1-800-HUD-2209 for the hearing impaired.

(D) *Ineligible CDBG Activities* are listed at § 570.207.

#### IV. Program Requirements

In addition to the program requirements listed in the **General**

**Section** of this SuperNOFA, you are subject to the following requirements:

(A) *Leveraging.* Although a match is not required to qualify for funding, applicants that provide letters evidencing a firm commitment from other Federal (e.g., Americorps Programs), State, local, and/or private sources to provide funding, and/or in-kind goods or services to implement the proposed activities will receive points under **Rating Factor 4. These letters must be dated no earlier than the date of this published SuperNOFA.** If you do not have evidence of leveraging, you will receive **zero (0) points for Rating Factor 4.**

Potential Sources of Assistance

- Federal, State and local governments
- Housing Authorities
- Local or national nonprofit organizations
- Banks and private businesses
- Foundations
- Faith Based Communities
- The HBCU

For each match, cash or in kind contribution to your program, you must submit a letter from the provider on the provider's letterhead. A firm commitment letter should address the following:

- The cash amount contributed or dollar value of the in-kind goods and/or services committed;
- How the match is to be used;
- The date the match will be made available and a statement that it will be for the duration of the grant period;
- Any terms and conditions affecting the commitment, other than receipt of a HUD HBCU Grant; and
- The signature of the appropriate executive officer authorized to commit the funds and/or goods and/or services.

(B) *Employment of Local Area Residents (Section 3).* Please see Section II(E) of the **General Section** of this SuperNOFA. The requirements are applicable to certain activities that may be funded under this program section of the SuperNOFA.

(C) *Labor Standards.* If you are awarded a grant, you must comply with the labor standards as found at 24 CFR 570.603.

(D) *OMB Circulars.* Your grant will be governed by: (1) OMB Circular A-21 entitled "Cost Principles for Educational Institutions"; (2) OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations"; and (3) the provisions of 24 CFR part 84 entitled "Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations. You can access

the OMB Circulars at the White House website at <http://whitehouse.gov/wh/eop/omb/html/circulars>.

## V. Application Selection Process

(A) *Rating and Ranking.* (1) *Threshold Review.* HUD will conduct a review to insure that applications are complete and consistent with the threshold requirements of Section II(B), Compliance with Fair Housing and Civil Rights Laws, of the **General Section** of the SuperNOFA, this HBCU Program section of the SuperNOFA and the HBCU Program regulations (24 CFR 570.404) before reviewing the application for rating and ranking. The **General Section** of the SuperNOFA provides the procedures for corrections to deficient applications.

(2) *Funding of Applications.* To be considered for funding, your application must receive a minimum score of 70 out of the possible total of 100 points possible for Factors 1 through 5. In addition, two bonus points may be awarded for EZ/EC, as described in the **General Section** of the SuperNOFA. Within each category of eligible applicant, HUD will fund applications in rank order, until it has awarded all available funds for that category of applicant, or until there are no fundable applications remaining in that category. If there is a tie in the point scores of two applications, the rank order will be determined by the score on Rating Factor 3, 4, 2, 1, 5 in that order. HUD will give the higher rank to the application with the most points for a factor in the above order.

If funds remain after approving all fundable applications within a category of applicants, HUD may choose to add those funds to the funds available for the other category of applicants.

(3) *After Selection.* After selection, but prior to award, you will be required to:

(a) *Negotiate.* After HUD has rated and ranked all applications and HUD has selected the competition winners, HUD requires that all winners participate in negotiations to determine the specific terms of the Statement of Work and the final grant budget. HUD will follow the negotiation procedures described in Section III(D) of the **General Section** of the SuperNOFA.

(b) *Provide Financial Management and Audit Information.* If you are selected for funding, you will be required to submit a copy of your most recent audit from an Independent Public Accountant, or the cognizant government auditor, stating that your financial management system meets prescribed standards for fund control and accountability required by OMB Circular A-133, as codified at 24 CFR

part 84 and provides your approved fringe benefit and overhead rates.

(B) *Factors For Award Used To Evaluate and Rate Applications.* HUD will use the Factors For Award set forth below to evaluate applications. Your application must contain sufficient information for HUD to review it for its merits. The score for each factor will be based on the qualitative and quantitative aspects of your response to that factor. You are not to exceed a total of twenty-five (25) pages to respond to Rating Factor 1 through 5. This limitation applies to your narrative response, tables, and maps, and NOT to firm commitment letters, the performance narrative and progress reports for previously funded HBCUs.

**The maximum number of points that may be awarded is 102.** This includes two EZ/EC bonus points, as described in the General Section of the SuperNOFA.

### Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (15 Points)

This factor addresses the extent to which you have the organizational resources necessary to successfully implement your proposed activities in a timely manner. In rating this factor, HUD will consider the extent to which:

(1) *Knowledge and Experience.* **(5 Points for previously funded applicants and 15 Points for previously unfunded applicants).** Your application demonstrates the knowledge and experience of the overall project director and staff, including the day-to-day program manager, consultants (including technical assistance providers) and contractors in planning and managing the kinds of programs for which funding is being requested. Experience will be judged in terms of recent, relevant and successful experience of your staff to undertake eligible program activities. In rating this factor, HUD will consider the extent to which your organization and staff have recent, relevant, and successful experience in:

(a) Undertaking specific successful community development projects with community-based organizations or local governments; and

(b) Providing proven leadership in solving community problems which have a direct bearing on the proposed activity.

(2) *Past Performance* **(10 Points for previously funded applicants)** For previously funded HBCUs, the extent to which you have been successful with past HUD/HBCU projects. For each HUD HBCU grant, you must submit copies of the last two progress reports and a performance narrative as outlined in

Appendix D. HUD will consider your performance, including meeting established target dates and schedules, in applying the rating for this subfactor.

### Rating Factor 2: Need/Extent of the Problem (15 Points)

This factor addresses the extent to which there is a need for funding your proposed program activities and an indication of the importance of meeting the need in the target area. In responding to this factor, you will be evaluated on the extent to which you **document** the level of need for the proposed activities and the importance of meeting the need.

You should use statistics and analyses contained in one or more data sources that are sound and reliable. To the extent that your community's Consolidated Plan and Analysis of Impediments to Fair Housing Choice (AI) identify the level of the problem and the urgency in meeting the need, you should include references to these documents in your response to this factor. If your proposed activities are not covered under the scope of the Consolidated Plan and AI, you should indicate such, and use other sound data sources to identify the level of need and the urgency in meeting the need. Types of other sources include, but are not limited to, Census reports, HUD's Continuum of Care gaps analysis, law enforcement agency crime reports, Public Housing Authorities' Comprehensive Plan, community needs analysis such as provided by the United Way, local Urban League, the HBCU and other sound and reliable sources appropriate for the HBCU program. You also may address needs in terms of fulfilling court orders or consent decrees, settlements, conciliation agreements, and voluntary compliance agreements.

To the extent possible, the data you use should be specific to the area where your proposed activities will be carried out. You should document needs as they apply to the area where the activities will be targeted, rather than the entire locality or State, unless the target area is the entire locality or State.

### Rating Factor 3: Soundness of Approach (50 Points)

This factor addresses the quality and cost-effectiveness of your proposed work plan, the commitment of your institution to sustain the proposed activities, and your actions regarding Affirmatively Furthering Fair Housing.

#### (1) *Quality of the Work Plan* **(35 Points)**

##### (a) *Work Plan Impact* **(15 Points)**

Describe how your proposed activities will:

(i) Expand the role of the HBCU in its community;

(ii) Alleviate and/or fulfill the needs identified in Factor 2;

(iii) Relate to and not duplicate other activities in the target area. Duplicative efforts will be acceptable, if you are able to demonstrate that there is a population in need that is not being served;

(iv) Involve and empower the citizens of the target area; and

(v) Be disseminated to a wide variety of audiences, both academic and community-based, using a wide variety of media, including print and Internet technology.

(b) *Specific Services and/or Activities. (15 Points)* Your work plan must incorporate all proposed activities. HUD will consider the feasibility of success of your program, the measurable objectives, and how timely your products will be delivered.

Describe each proposed activity, and the tasks required to implement and complete the activity. If relocation is to be a part of your work activities, you should discuss your plan for temporary or permanent relocation of occupants of units affected, including storage or moving of household goods, stipends and/or incentives.

Also, for each activity, describe:

(i) How it meets a CDBG national objective;

(ii) The sequence, duration, and the products to be delivered in 6 month intervals, up to 24 months. You should indicate which staff member, described in your response to Factor 1, will be responsible and accountable for the deliverables; and

(iii) Measurable objectives to be accomplished e.g. the number of: persons to be trained and employed; houses to be built (pursuant to 24 CFR 570.207) or rehabilitated; minority owned businesses to be started, etc.

(c) *HUD Priorities. (5 Points)* The extent to which your proposed application will further and support the policy priorities of HUD including:

(i) Promoting healthy homes;

(ii) Providing opportunities for self-sufficiency, particularly for persons enrolled in welfare-to-work programs;

(iii) Enhancing on-going efforts to eliminate drugs and crime from neighborhoods through program policy efforts such as "One Strike and You Are Out" or the "Officer Next Door" initiative;

(iv) Providing educational, job training, and homeownership opportunities through such initiatives as Neighborhood Networks and Twenty/20 Education Communities (TEC) (formerly known as the Campus of Learners

(COL)), and linking programs to Americorps activities; and

(v) The Partnership for Advancing Technology in the Housing (PATH) Initiative.

The *Healthy Homes* initiative implements a series of activities to protect children from home hazards such as lead-based paint, radon, fires and accidents around the home.

The *Neighborhood Networks (NN)* initiative enhances the self-sufficiency, employability, and economic self-reliance of low-income families and the elderly living in HUD-insured and HUD-assisted properties by providing such residents with on-site access to computer and training resources.

The *Twenty/20 Education Communities (TEC)* (formerly known as the Campus of Learners (COL)) initiative is designed to transform public housing into safe and livable communities where families undertake training in new telecommunications and computer technology and partake in educational opportunities and job training initiatives.

The *Partnership for Advancing Technology in the Housing (PATH) Initiative* is a voluntary public/private partnership that seeks to speed the creation and widespread use of advanced technologies in order to radically improve the quality, durability, energy efficiency, and environmental performance and affordability of housing. For more information, you can go to the PATH website at [www.pathnet.org](http://www.pathnet.org).

(2) *Institutionalization of Project Activities (10 Points)* The extent to which your project will result in the kinds of activities that will be sustained by the HBCU by becoming part of the mission of the HBCU. HUD will look at your monetary commitment to continuing to work in the target area or other similar areas and to your longer term commitment of hard dollars to similar work.

(3) *Affirmatively Furthering Fair Housing (5 Points)* The extent to which you propose to undertake activities designed to affirmatively further fair housing, for example:

(a) Working with other entities in the community to overcome impediments to fair housing, such as discrimination in the sale or rental of housing or in advertising, provision of brokerage services, or lending;

(b) Promoting fair housing through the expansion of homeownership opportunities and improved quality of services for minorities, families with children, and persons with disabilities; or

(c) Providing mobility counseling.

In evaluating this factor, HUD will consider the extent to which your budget is consistent with the Work Plan and the dollars indicated on the Standard Form (SF) 424. Your budget submission must include:

(i) A budget summary covering the Federal and non-Federal share of the costs proposed by cost category (Appendix D). You should pay particular attention to accurately estimating costs, determining the necessity for and reasonableness of costs; and correctly computing all budget items and totals. Indirect costs must be substantiated and approved by the cognizant Federal agency or you must provide an indirect cost rate plan. The indirect cost rate should be indicated in your budget;

(ii) A budget justification, which should be a narrative statement indicating how you arrived at your costs. When possible, you should use quotes from vendors or historical data. You must support all direct labor and salaries with mandated city/state pay scales or other documentation; and

(iii) A budget-by-activity (Appendix D) which includes a listing of tasks to be completed for each activity needed to implement the program, the overall costs for each activity, and the cost for each funding source.

You must submit at least two reasonable appraisals/estimates supplied by *qualified* entities other than the HBCU if you are proposing to do any of the following: acquisition of real property; clearance and demolition; rehabilitation of residential, commercial and/or industrial structures; and/or acquisition, construction, or installation of public facilities and improvements. You may obtain guidance for securing these estimates from the CPD Director in the HUD field office or the local government.

#### **Rating Factor 4: Leveraging Resources (10 Points)**

This factor addresses your ability to secure resources which can be combined with HUD program funds to implement the proposed activities.

In evaluating this factor, HUD will consider the extent to which you have secured firm commitments for additional resources to increase the effectiveness of your proposed activities. Resources may include funding or in-kind contributions, such as services or equipment, allocated solely for the purpose(s) of the award you are seeking. A higher number of points will be awarded for a cash match than in-kind goods or services of the same value. The maximum number of rating points you can receive for

leveraging is ten (10). If you do not have evidence of a firm commitment you will receive zero points for this factor. Use the format in Appendix D, to respond to this factor.

#### **Rating Factor 5: Comprehensiveness and Coordination (10 Points)**

This factor addresses the extent to which you have coordinated your activities with other known organizations, participate or promote participation in your community's Consolidated Planning process, and are working towards addressing a need in a holistic and comprehensive manner through linkages with other activities in the community. For specific information about your locality's planning process, contact the local or State Community Development Agency or the local HUD Field Office.

In evaluating this factor, HUD will consider the extent to which you demonstrate you have:

(1) **(4 points)** Coordinated your proposed activities with those of other groups or organizations *before* submission in order to best complement, support and coordinate all known activities, and if funded, the specific steps you will take to share information on solutions and outcomes with others. You should describe any written agreements, memoranda of understanding in place, or that will be in place after award.

(2) **(3 points)** Taken or will take specific steps to become active in the community's Consolidated Planning process (including the Analysis of Impediments to Fair Housing Choice) established to identify and address a need/problem that is related to your proposed activities.

(3) **(3 points)** Taken or will take specific steps to develop linkages to coordinate comprehensive solutions through meetings, information networks, planning processes or other mechanisms with:

(a) Other HUD-funded projects/activities outside the scope of those covered by the Consolidated Plan; and

(b) Other Federal, State or locally funded activities, including those proposed or on-going in the community.

#### **VI. Application Submission Requirements**

(A) *Forms, Certifications and Assurances.* Your application must contain the items listed in this Section VI. These items include the standard forms, certifications, and assurances listed in the **General Section** of the SuperNOFA that are applicable to this funding (collectively referred to as the "standard forms"). The standard forms

can be found in Appendix B to the **General Section** of the SuperNOFA. The remaining application items that are forms (i.e., excluding such items as narratives), referred to as the "non-standard forms" can be found in Appendix D to this program section of the SuperNOFA.

The standard forms applicable to the HBCU application are as follows:

- (1) Standard Form SF-424, Application for Federal Assistance.
- (2) Standard Form SF-424B, Assurances for Non-Construction Programs.
- (3) Form HUD-50070, Certification for a Drug-Free Workplace.
- (4) Form HUD-50071, Certification of Payments to Influence Federal Transactions. If you did do any lobbying then you must also complete the Certification and Disclosure Form Regarding Lobbying (SF-LLL).
- (5) Form HUD-2880, Applicant/Recipient Disclosure Update Report.
- (6) Form HUD-2992, Certification Regarding Debarment and Suspension. This certification is required by 24 CFR 24.510. (The provisions of 24 CFR part 24 apply to the employment, engagement of services, awarding of contracts, subgrants, or funding of any recipients, or contractors or subcontractors, during any period of debarment, suspension, or placement in ineligibility status, and a certification is required.)
- (7) Form HUD-2991, Certification of Consistency with the Consolidated Plan; and
- (8) Form HUD-2990, Certification of Consistency with the EZ/EC Strategic Plan. EZ/EC bonus points will only be awarded when the HBCU is located within the geographic boundaries of a HUD or Department of Agriculture EZ/EC. If applicable, you will need to indicate on this form if the college or university is located within the geographic boundaries of the EZ/EC.

(B) *Transmittal Letter.* A transmittal letter must accompany your application. Your cover letter must be signed by the *Chief Executive Officer* (usually the President or Provost) of your institution. If the Chief Executive Officer has delegated this responsibility to another official, that person may sign, but a copy of the delegation must also be included.

(C) *Letter Certifying Local Approval.* This letter certifies that the jurisdiction in which your activities will take place approve the implementation of your activities.

(D) *Application Checklist (Appendix D).*

(E) *Abstract/Executive Summary (one page limit)* describing the goals and activities of your project.

(F) *Narrative Statement Responding To The Factors For Award* (25 page limit, including tables and maps, but not including firm commitment letters, the performance narrative and progress reports). The narrative should be numbered in accordance with each factor and subfactor.

Please note that all certification forms must be signed by the authorized certifying official.

Also, HUD will not consider appendices to an application. You must submit your documentation, including firm commitment letters, the performance narrative and progress reports, with your responses to the pertinent factors in order to receive points for it.

#### **VII. Corrections to Deficient Applications**

The *General Section* of the SuperNOFA provides the procedures for corrections to deficient applications.

#### **VIII. Environmental Requirements**

Selection for award does not constitute approval of any proposed sites. Following selection for award, HUD will perform an environmental review of activities proposed for assistance under this program part, in accordance with 24 CFR part 50. The results of the environmental review may require that your proposed activities be modified or that your proposed sites be rejected. You are particularly cautioned not to undertake or commit funds for acquisition or development of proposed properties prior to HUD approval of specific properties or areas. Your application constitutes an assurance that your institution will assist HUD to comply with part 50; will supply HUD with all available and relevant information to perform an environmental review for each proposed property; will carry out mitigating measures required by HUD or select an alternate property; and will not acquire, rehabilitate, convert, lease, repair or construct property and not commit or expend HUD or local funds for these program activities with respect to any eligible property, until HUD approval of the property is received. In supplying HUD with environmental information, you should use the same guidance as provided in the HUD Handbook entitled "Field Environmental Review Processing for HUD Colonias Initiative Grants," issued January 27, 1998.

**IX. Authority**

This program is authorized under section 107(b)(3) of the Housing and Community Development Act of 1974 (42 U.S.C. 5307(b)(3)), which was added by section 105 of the Department of Housing and Urban Development Reform Act of 1989 (Pub.L. 101-235, approved December 15, 1989). The HBCU Program is governed by regulations contained in 24 CFR 570.400 and 570.404, and in 24 CFR part 570, subparts A, C, J, K, and O.

**Appendices to the HBCU NOFA**

**A** Field Office Community Planning and Development; Directors With Historically Black Colleges And Universities; Located Within Their Jurisdiction

**B** Historically Black Colleges and Universities Previously; Unfunded By HUD During Fiscal Years 1991-1999

**C** Historically Black Colleges and Universities Previously; Funded By HUD During Fiscal Years 1991-1999

**D** HBCU Application Forms

**Appendix A—Community Planning and Development (CPD) Directors with Historically Black Colleges and Universities Located within their Jurisdiction**

Harold Cole, Beacon Ridge Tower, Beacon Parkway West, Suite 300, Birmingham, AL 35209-3144 205-290-7630

Anne Golnik, TCBY Tower, 425 West Capitol Avenue, Suite 900, Little Rock, AR 72201-3488, 501-324-6375

John Perry, Richard B. Russell Federal Building, 49 Marietta Street-Five Points Plaza, Atlanta, GA 30303-2806, 404-331-5139

Lana Vacha, 200 North High Street, Columbus, OH 43215-2499, 614-469-6743

David Long, 500 West Main Street, Suite 400, Oklahoma City, OK 73102, 405-553-7571

Joyce Gaskins, the Wanamaker Building, 100 Penn Square East, Philadelphia, PA 19107-3380, 215-656-0624

Ben Cook, 601 West Broadway, PO Box 1044, Louisville, KY 40201-1044, 502-582-6141

Gregory Hamilton, Hale Boggs Federal Building, 501 Magazine Street, 9th Floor, New Orleans, LA 70130-3099, 504-589-7212

Joseph O'Connor, City Crescent Building, 10 South Howard Street, 5th Floor, Baltimore, MD 21201-2505, 410-962-2520

Emerson Sherrod, Acting, Patrick V. McNamara Federal Building, 47 Michigan Avenue, Detroit, MI 48226-2592, 313-226-7908

Linda Tynes, Acting, Doctor A. H. McCoy Federal Building, 100 West Capitol Street, Room 910 Jackson, MS 39269-1096, 601-965-4765

Ann Wiedl, Robert A. Young Federal Building, 1222 Spruce Street, Third Floor, St. Louis, MO 63103-2836, 314-539-6524

Charles T. Ferebee, Koger Building, 2306 West Meadowview Rd, Greensboro, NC 27407-3707, 336-547-4005

James Nichol, Southern Bell Tower, 301 West Bay Street, Suite 2200, Jacksonville, FL 32202-5121, 904-232-1777

Louis E. Bradley, Strom Thurmond Federal Building, 1835 Assembly Street, Columbia, SC 29201-2480, 803-765-5564

Virginia Peck, John J. Duncan Federal Building, 710 Locust Street SW, Third Floor, Knoxville, TN 37902-2526, 423-545-4391

Katie Worsham, 801 Cherry Street, Fort Worth, TX 76102, 817-978-5933

John T. Maldonado, Washington Square, 800 Dolorosa Street, San Antonio, TX 78207-4563, 210-475-6820

Joseph K. Aversano, The 3600 Centre, 3600 West Broad Street, Richmond, VA 23230-4920, 804-278-4539

Ronald J. Herbert, 820 First Street NE, Suite 450, Washington, DC 20002-4205, 202-275-0994

Lynn Daniels, 339 Sixth Avenue, Sixth Floor, Pittsburgh, PA 15222-2512, 412-644-2999

Jack Johnson, 909 SE First Avenue, Room 500, Miami, FL 33131-3028, 305-536-4431

Carmen R. Cabrera, New San Juan Office Building, 159 Carlos E. Chardon Avenue, San Juan, PR 00918-0903, 787-766-5576

**Appendix B—Historically Black Colleges and Universities, Previously Unfunded By HUD During Fiscal Years 1991-1999**

**Alabama**

Concordia College  
Fredd State Technical College  
Lawson State Community College  
Miles College  
Selma University  
J.F. Drake Technical College  
Trenholm State Technical College

**Arkansas**

Shorter College

**Delaware**

Delaware State University

**Florida**

Edward Waters College  
Florida Memorial College

**Georgia**

Morehouse School of Medicine  
Paine College

**Louisiana**

Dillard University  
Southern University at Shreveport/Bossier City

**Maryland**

University Of Maryland Eastern Shore

**Michigan**

Lewis College of Business

**Mississippi**

Hinds Community College  
Mary Holmes College

**North Carolina**

Barber-Scotia College  
Livingstone College

**Ohio**

Wilberforce University

**Pennsylvania**

Cheyney University of Pennsylvania

**South Carolina**

Allen University  
Clinton Junior College  
Denmark Technical College

Morris College

**Tennessee**

Knoxville College  
Lane College  
Meharry Medical College  
Tennessee State University

**Texas**

Jarvis Christian College  
Southwestern Christian College

**Virginia**

Virginia Union University

**West Virginia**

Bluefield State College

**U.S. Virgin Islands**

University of the Virgin Islands

**Appendix C—Historically Black Colleges and Universities Previously Funded by HUD During Fiscal Years 1991-1999**

**Alabama**

Alabama A&M University  
Alabama State University  
Bishop State Community College  
Gadsden State Community College  
Oakwood College  
Stillman College  
Talladega College  
Tuskegee University

**Arkansas**

Arkansas Baptist College  
Philander Smith College  
University of Arkansas at Pine Bluff

**District of Columbia**

Howard University  
University of the District of Columbia

**Florida**

Bethune-Cookman College  
Florida A&M University

**Georgia**

Albany State University  
Clark Atlanta University  
Fort Valley State University  
Interdenominational Theological Center  
Morehouse College  
Morris Brown College  
Savannah State University  
Spelman College

**Kentucky**

Kentucky State University

**Louisiana**

Grambling State University  
Southern University A&M College System at Baton Rouge  
Southern University at New Orleans  
Xavier University of New Orleans

**Maryland**

Bowie State University  
Coppin State College  
Morgan State University

**Mississippi**

Alcorn State University  
Coahoma Community College  
Jackson State University  
Mississippi Valley State University  
Rust College  
Tougaloo College

**Missouri**

Harris-Stowe State College  
Lincoln University

**North Carolina**

Bennett College  
Elizabeth City State University  
Fayetteville State University  
Johnson C. Smith University  
North Carolina A&T State University  
North Carolina Central University

St. Augustine's College  
Shaw University  
Winston-Salem State University

*Ohio*

Central State University

*Oklahoma*

Langston University

*Pennsylvania*

Lincoln University

*South Carolina*

Benedict College

Claflin College  
South Carolina State University  
Voorhees College

*Tennessee*

Fisk University  
Lemoyne-Owen College

*Texas*

Huston-Tillotson College  
Paul Quinn College  
Prairie View A&M University  
Saint Philip's College

Texas Southern University  
Texas College  
Wiley College

*Virginia*

Hampton University  
Norfolk State University  
Saint Paul's College  
Virginia State University

*West Virginia*

West Virginia State University

**BILLING CODE 4210-32-P**

**APPENDIX D**

The non-standard forms, which follow, are required for your HBCU application.

**Application Checklist**

The following checklist is provided to ensure that you have submitted all the required items for you to receive funding consideration under this competition. Please insert the appropriate page number of your submission in the box provided.

- ☐ 1. Transmittal Letter signed by the Authorized Certifying Official
- ☐ 2. Standard Form (SF) 424 Application for Federal Assistance
- ☐ 3. Application Checklist
- ☐ 4. Abstract
- ☐ 5. Narrative Statement Addressing the Factors for Award, including the Factor 4 Response Sheet, letters of commitment, and, for previously funded HBCUs, performance narrative(s) and progress reports
- ☐ 6. Budget Documents
- ☐ 7. SF-424B, Assurances - Non-Construction Programs
- ☐ 8. Form HUD-50070, Certification for a Drug-Free Workplace
- ☐ 9. Form HUD-50071, Certification of Payments to Influence Federal Transactions
- ☐ 10. SF-LLL, Certification and Disclosure Regarding Lobbying (if applicable)
- ☐ 11. Form HUD-2880, Applicant/Recipient Disclosure Update Report
- ☐ 12. Form HUD-2992, Certification Regarding Debarment and Suspension
- ☐ 13. Letter Certifying Local Approval
- ☐ 14. Form HUD-2991, Certification of Consistency with the Consolidated Plan
- ☐ 15. Form HUD-2990, Certification of Consistency with the EZ/EC Strategic Plan (if applicable, indicate on this form if the college or university is located within the geographic boundaries of the EZ/EC)
- ☐ 16. Form HUD-2993, Acknowledgment of Receipt of Application
- ☐ 17. Form HUD-2994, Client Comments and Suggestions (optional)

---

**RESPONSE SHEET**

---

The information requested below is to be provided by Previously-funded HBCUs only.

Applicant should duplicate this page as necessary.

**Performance Narrative.** The following information is to be provided for HUD HBCU grant(s). The information will be reviewed in conjunction with the two latest progress reports for the grant(s) which are also to be submitted in response to this subfactor.

The following information is requested for **each** HUD/HBCU grant that you have received since 1991.

Applicant Name \_\_\_\_\_

Grant Number \_\_\_\_\_

Grant start date (grant agreement, HUD-1044, executed) \_\_\_\_\_

Grant end date \_\_\_\_\_

Amount of HUD Grant funds awarded \$ \_\_\_\_\_

Amount of HUD Grant funds expended \$ \_\_\_\_\_

Balance of Grant funds to be spent \$ \_\_\_\_\_

Total cost of project \$ \_\_\_\_\_

Amount contributed by partners \$ \_\_\_\_\_

Partner percentage of total cost \_\_\_\_\_ %

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

**Grant Goals and Objectives**

---

**RESPONSE SHEET**

---

Applicant Name \_\_\_\_\_

**Performance Narrative.** (continued)

Were / are Grant Goals and Objectives being met? Yes \_\_\_\_ No \_\_\_\_

Total number of Grant tasks \_\_\_\_\_

Total number of Grant tasks completed as of 3/31/2000 \_\_\_\_\_

Percentage of Grant tasks completed as of 3/31/2000 \_\_\_\_\_

Total number of persons to be served by completion of this Grant \_\_\_\_\_

Total number of persons served as of 3/31/2000 \_\_\_\_\_

List measurable results to date

Were / are Grant Target dates and Schedules being met? Yes \_\_\_\_ No \_\_\_\_

Impediments or delays in implementation encountered

Other comments:

---

**RESPONSE SHEET**

---

Applicant Name \_\_\_\_\_

**Performance Narrative.** (continued)

Total number of HUD / HBCU Grants you have received \_\_\_\_\_

**Grant Number****Amount of Grant**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	\$ _____

Briefly describe the impact that the total amount of HUD/HBCU funds listed above have had on your community.

## Budget Summary

# Federal Share

Name and Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Detailed Description of Budget

1. Direct Labor	Category Position or Individual	Estimated Hours	Rate/ Hour	Estimated Cost	Total Cost
Total Direct Labor Cost					

  

2. Fringe Benefits	Category	Rate	Base	Estimated Cost	Total Cost
Total Fringe Benefits Cost					

  

3. Materials	Category Item	Quantity	Unit Cost	Estimated Cost	Total Cost
Total Materials Cost					

## Budget Summary (con't.)

**Federal Share**

Detailed Description of Budget						
<b>4. Travel</b>	Category		Mileage	Rate/ Mile	Estimated Cost	Total Cost
	a. Transportation (1) Local Private Vehicle					
<b>4. Travel</b>	a. Transportation (2) Air/Destination		Trips	Fare	Estimated Cost	Total Cost
<b>4. Travel</b>	a. Transportation (3) Other/Item		Quantity	Unit Cost	Estimated Cost	Total Cost
<b>4. Travel</b>	b. Per Diem or Subsistence		Days	Rate/ Day	Estimated Cost	Total Cost
Total Travel Cost						
<b>5. Equipment</b>	Category Item		Quantity	Unit Cost	Estimated Cost	Total Cost
Total Equipment Cost						
<b>6. Consultants</b>	Category Type		Days	Rate/ Day	Estimated Cost	Total Cost
Total Consultants Cost						

HBCU

Page no:

form HUD-40076-HBCU (1/2000)

## Budget Summary (con't.)

**Federal Share**

Detailed Description of Budget					
<b>7. Subcontracts</b>	Category List individual subcontracts			Estimated Cost	Total Cost
Total Subcontracts Cost					
<b>8. Other Direct</b>	Category Item	Quantity	Unit Cost	Estimated Cost	Total Cost
Total Other Direct Cost					
<b>9. Indirect</b>	Category Type	Rate	Base	Estimated Cost	Total Cost
Total Indirect Cost					
<b>Total Estimated Costs</b>					

Name and Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1. Direct Labor	Category Position or Individual	Estimated Hours	Rate/ Hour	Estimated Cost	Total Cost
Total Direct Labor Cost					
2. Fringe Benefits	Category	Rate	Base	Estimated Cost	Total Cost
Total Fringe Benefits Cost					
3. Materials	Category Item	Quantity	Unit Cost	Estimated Cost	Total Cost
Total Materials Cost					

## Budget Summary (con't.)

# Non-Federal Share

Detailed Description of Budget						
<b>4. Travel</b>	Category		Mileage	Rate/ Mile	Estimated Cost	Total Cost
	a. Transportation	(1) Local Private Vehicle				
<b>4. Travel</b>	a. Transportation	(2) Air/Destination	Trips	Fare	Estimated Cost	Total Cost
<b>4. Travel</b>	a. Transportation	(3) Other/Item	Quantity	Unit Cost	Estimated Cost	Total Cost
<b>4. Travel</b>	b.	Per Diem or Subsistence	Days	Rate/ Day	Estimated Cost	Total Cost
Total Travel Cost						
<b>5. Equipment</b>	Category Item		Quantity	Unit Cost	Estimated Cost	Total Cost
Total Equipment Cost						
<b>6. Consultants</b>	Category Type		Days	Rate/ Day	Estimated Cost	Total Cost
Total Consultants Cost						

## Budget Summary (con't.)

# Non-Federal Share

Detailed Description of Budget					
<b>7. Subcontracts</b>	Category List individual subcontracts			Estimated Cost	Total Cost
Total Subcontracts Cost					
<b>8. Other Direct</b>	Category Item	Quantity	Unit Cost	Estimated Cost	Total Cost
Total Other Direct Cost					
<b>9. Indirect</b>	Category Type	Rate	Base	Estimated Cost	Total Cost
Total Indirect Cost					
Total Estimated Costs					

## RESPONSE SHEET

Applicant Name: \_\_\_\_\_

**Budget-By-Activity** The information that the applicant supplies on this form will be reviewed in conjunction with the narrative response and other documentation for the budget submission requirement.

Activity No.	List Activity and Tasks for Each Activity	Source of Funds					Total
		HUD HBCU Grant	Other Federal	State	Local	Private	
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
	Subtotal	\$	\$	\$	\$	\$	\$
	Costs of Administering Grant	\$	\$	\$	\$	\$	\$
	Percent of Total	%	%	%	%	%	%
	*Total	\$	\$	\$	\$	\$	\$

\*Must equal amounts on SF-424.

HBCU  
Page no: 

form HUD-40076-HBCU (1/2000)

## Sample Letter of Commitment

---

Use the Commitment Provider's Letterhead

(Insert Date)

Processing and Control Branch  
Office of Community Planning and Development  
Department of Housing and Urban Development  
451 7th Street SW, Room 7251  
Washington, DC 20410-3500  
Attn: (State appropriate program name)

Re: HUD Notice of Funding Availability, FR-        for (state appropriate program name)

To Whom It May Concern:

If this proposal is funded, **(provider name)** commits \$(**amount**) (or) (**type of in-kind contribution**) valued at \$(**amount**) to **(applicant name)** for **(type of activity)** to be made available for recipients of the program.

These funds will be made available on **(date mm/dd/yyyy)** for the following grant activity(ies):**(list)**

Sincerely,

(Signature of Authorized Representative)

(Title)



## HUD Consolidated Plan-Revitalization Strategies and HBCUs

States and units of local government may provide Community Development Block Grant (CDBG) assistance to institutions of higher education which have a demonstrated capacity to carry out activities which are eligible under the Housing and Community Development Act (HCDA). (This is provided for at §105(a)(22) of the HCDA.) While not mentioned in the Act, Historically Black Colleges and Universities are included as institutions of higher education.

HBCUs can demonstrate capacity to carry out CDBG-eligible activities in a variety of ways, since the list of CDBG-eligible activities is quite broad. For example, housing counseling services, public services, assistance to microenterprises, technical assistance to businesses, rehabilitation of housing, and construction of public facilities such as buildings are all CDBG-eligible; these are activities in which colleges and universities are frequently involved, either in the community or on their own campuses. The Act does not require that they must have already received CDBG funding to demonstrate capacity. Successful implementation of projects using HUD HBCU funding, foundation grants, or other state/local/nonprofit funding can also serve as evidence of capacity.

It is important to remember, however, that HUD does not make this determination of capacity. In the CDBG program, funds are provided to units of local government. In the Entitlement CDBG program (for larger cities and counties), HUD makes grants directly to the city or county; in the State CDBG program, HUD makes grants to states, which award funds to smaller communities that do not qualify for direct Entitlement funding. It is up to the unit of local government to select activities for funding; and, in the State CDBG program, it is up to the state to decide which activities it will fund. The local government (and the State, where applicable) would determine that the college or university has demonstrated capacity to carry out CDBG-eligible activities. Thus, an HBCU should work closely with its local government officials to seek and obtain CDBG funding.

All eligible activities in the CDBG Program must meet one of three statutory objectives specified in the CDBG legislation. This means that the activity must either benefit low- or moderate-income persons, aid in the prevention of slums and blighted conditions, or meet other community development needs having a particular urgency. Many HBCUs are located in (and have a long history of serving) neighborhoods with concentrations of low- and moderate-income persons. HBCU campuses are often located in neighborhoods which have suffered from disinvestment and show physical signs of blight. An institution which wishes to carry out CDBG activities should be prepared to demonstrate to the unit of local government how its activities will meet one of the three national objectives.

In recent years, HUD's Office of Community Planning and Development (CPD) has stressed a coordinated marshalling of resources to facilitate grantees' ability to engage in comprehensive community revitalization strategies. Comprehensive neighborhood/community revitalization strategies seek to create partnerships among Federal and local governments, the private sector, community organizations and local residents. The Department seeks to create communities of opportunity in distressed areas by stimulating the reinvestment of human and economic capital and by economically empowering low-income residents.

The Department recognizes the fundamental necessity of partnering in problem-solving in order to achieve much greater success in community revitalization efforts. HUD believes that no effort will succeed without the support of all of the community actors. Successful revitalization strategies are those that bring together the community's stakeholders to forge partnerships that:

- o obtain commitments to community building;
- o make communities attractive for investments, thereby creating a market for profits;

- o generate community participation to ensure that the benefits of economic activity are **reinvested** in the community for long-term development;
- o support the use of nonprofit intermediary institutions (e.g., Community Development Corporations, Community Development Financial Institutions, and Historically Black Colleges and Universities (HBCUs) to bridge gaps between local government agencies, the business community, community groups, and residents;
- o foster the growth of resident-based initiatives to identify and address their housing, economic and human services needs;
- o coordinate the delivery of various local, state and Federal resources; and
- o support initiatives to move unemployed people from public assistance into jobs;

To encourage this approach, HUD has established in the CDBG program the option for units of local government to develop a Neighborhood Revitalization Strategy. (In the State CDBG program, this is called a Community Revitalization Strategy). Once a unit of local government develops and receives approval of a Revitalization Strategy, activities which it carries out to implement the strategy can take advantage of certain incentives built into the CDBG program regulations. These incentives make it easier for units of local government to demonstrate that CDBG-funded activities meet one of the national objectives.

HUD believes HBCUs can play a vital role in the development and implementation of revitalization strategies in the communities they serve. The HBCU can provide its facilities and expertise to bring community residents and local government officials together to identify problems and solutions. The HBCU can provide its facilities and expertise to produce the written document. Similarly, the institution could monitor and evaluate implementation of the strategy. (The institution could contract with the local government to perform these functions and receive CDBG administrative funds to pay for them; the institution could pay for these out of its own resources, as evidence of its financial commitment to the initiative; or it could use funds from its HUD HBCU award to perform these functions).

As a stakeholder in the community, the HBCU should play an active role in identifying neighborhood/community needs and problems. Likewise, as a stakeholder and community partner, it should establish an active role in implementing the revitalization strategy. Examples of roles HBCUs could play in community implementation of the strategy include:

- o Carrying out activities, pursuant to the locality's Consolidated Plan strategy, with its own funds;
- o Receiving CDBG funds from the unit of local government to carry out activities pursuant to the Consolidated Plan strategy;
- o Using HUD HBCU funding to carry out activities pursuant to the Consolidated Plan strategy;
- o Serving as an intermediary/facilitator to put funding sources together with entities carrying out activities;
- o Providing technical assistance to businesses, community groups and nonprofit organizations on how to implement projects to which they have committed; and

- o Foster the formation of other nonprofit/intermediary organizations to implement portions of the strategy, when the lack of such organizations is an identified barrier to strategy implementation.

As HBCUs explore how to link their HBCU funding to CDBG revitalization strategies, HBCUs should first contact local government officials to learn if the locality has considered adopting the revitalization strategy approach, to get more specific information on revitalization strategy requirements, and to get more specific information about their community's CDBG program. HBCUs located in smaller (nonentitlement) communities should also contact the State agency which administers the CDBG program in their State.

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

---

**HISPANIC-SERVING INSTITUTIONS  
ASSISTING COMMUNITIES (HSIAC)**

Billing Code 4210-32-C

BILLING CODE 4210-32-C



## FUNDING AVAILABILITY FOR THE HISPANIC-SERVING INSTITUTIONS ASSISTING COMMUNITIES PROGRAM (HSIAC)

### Program Overview

**Purpose of the Program.** To assist Hispanic-serving institutions of higher education (HSIs) expand their role and effectiveness in addressing community development needs in their localities, consistent with the purposes of Title I of the Housing and Community Development Act of 1974, as amended.

**Available Funds.** Approximately \$6.5 million.

**Eligible Applicants:** Only nonprofit Hispanic-serving institutions of higher education that meet the definition of an HSI established in Title V of the 1998 Amendments to the Higher Education Act of 1965 (Pub.L. 105-244; enacted October 7, 1998).

**Application Deadline.** May 10, 2000.

**Match.** None.

### ADDITIONAL INFORMATION

If you are interested in applying for funds under the Hispanic-serving Institutions Assisting Communities Program (HSIAC), please review carefully the **General Section** of this SuperNOFA and the following additional information.

#### I. Application Due Date, Application Kits, Further Information, and Technical Assistance

**Application Due Date.** Your completed application is due on or before 12:00 midnight, Eastern time, on May 10, 2000 at HUD Headquarters.

See the **General Section** of this SuperNOFA for specific procedures covering the form of the application submission (e.g., mailed applications, express mail, overnight delivery, or hand carried).

**Address for Submitting Applications.** Your completed application consists of an original signed application and two copies of the application. Submit your completed application to the following address:

Processing and Control Branch, Office of Community Planning and Development, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7251, Washington, DC, 20410. When submitting your application, please refer to HSIAC and include your name, mailing address (including zip code) and telephone number (including area code).

HUD will accept only one application per HSI campus for this program. If your institution submits more than one application, per campus, HUD will ask you to identify which application you

want evaluated. Only one application may be evaluated. If you do not respond within the stipulated cure period (see Section V of the **General Section** of this SuperNOFA), all of your applications will be disqualified. You should take this policy into account and take steps to ensure that multiple applications are not submitted.

**For Application Kits.** For an application kit and any supplemental material, you should call the SuperNOFA Information Center at 1-800-HUD-8929. If you have a hearing or speech impairment, please call the Center's TTY number at 1-800-HUD-2209. When requesting an application kit, you should refer to HSIAC and provide your name and address (including zip code) and telephone number (including area code). You may also access the application on the Internet through the HUD web site at [www.hud.gov](http://www.hud.gov).

**For Further Information and Technical Assistance.** You may contact Jane Karadbil of HUD's Office of University Partnerships at 202-708-1537, extension 5918. If you have a hearing or speech impairment, you may access this number via TTY by calling the Federal Information Relay Service toll-free at 1-800-877-8339. You may also write to Ms. Karadbil via email at [Jane\\_R\\_Karadbil@hud.gov](mailto:Jane_R_Karadbil@hud.gov).

**Satellite Broadcast.** HUD will hold an information broadcast via satellite for potential applicants to learn more about the program and preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD web site at <http://www.hud.gov>.

#### II. Amount Allocated

Approximately \$6.5 million in FY 2000 funds is being made available under this SuperNOFA for HSIAC. Of this amount, approximately \$50,000 is being set aside to correct a funding error for one of the FY 1999 grantees.

The maximum grant period is 24 months. The performance period will commence on the effective date of the grant agreement.

The maximum amount to be requested and awarded is \$400,000. Since the Statement of Work and other facets of the technical review are assessed in the context of the proposed budget and grant request, and in the interest of fairness to all applicants, if you submit an application requesting more than \$400,000 in HUD funds, the application will be ruled ineligible. HUD reserves the right to make awards for less than the maximum amount or less than the amount requested in your application.

### III. Program Description; Eligible Applicants; Eligible Activities

(A) **Program Description.** The purpose of HSIAC is to assist HSIs expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development.

(1) For the purposes of this program, the term "locality" includes any city, county, township, parish, village, or other general political subdivision of a State, Puerto Rico, or the U.S. Virgin Islands within which your HSI is located.

(2) A "target area" is the locality or the area within the locality in which your institution will implement its proposed HUD grant.

(B) **Eligible Applicants.** Only if your institution is a nonprofit institution of higher education and meets the statutory definition of an HSI in Title V of the 1998 Amendments to the Higher Education Act of 1965 (Pub. L. 105-244) are you eligible to apply. In order for you to meet this definition, at least 25 percent of the full-time undergraduate students enrolled in your institution must be Hispanic and not less than 50 percent of these Hispanic students must be low-income individuals. You are not required to be on the list of eligible institutions prepared by the U.S. Department of Education. However, if you are not, you will be required to certify in the application that you meet the statutory definition. If you are one of several campuses of the same institution, you may apply separately from the other campuses as long as your campus has a separate administrative structure and budget from the other campuses. In addition, in order to fund as many different HSIs as possible, you can only apply if you did not receive an HSIAC grant in FY 1999.

(C) **Eligible Activities.** (1) **General.** Each activity you propose for funding must meet both a Community Development Block Grant Program (CDBG) national objective and the CDBG eligibility requirements. A discussion of the national objectives can be found at 24 CFR part 570.208. There are three national objectives:

- (a) Benefit to low- and moderate-income persons;
- (b) Aid in the prevention or elimination of slums or blight; or
- (c) Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs.

(You must ensure that of your aggregate grant expenditures under paragraphs (a), (b), and (c) above, at least 51% are for activities benefiting low- and moderate-income persons.)

You can find the regulations governing activities eligible under the CDBG program at 24 CFR part 570, subpart C, particularly §§ 570.201 through 570.206. Ineligible activities are listed at § 570.207. The CDBG publication entitled "Everything You Wanted to Know About CDBG" discusses the regulations. You can obtain a copy from the SuperNOFA Information Center. If you propose an activity which otherwise is eligible, it may not be funded if State or local law requires that it be carried out by a governmental entity.

In addition, you may not propose the construction or rehabilitation of your institution's facilities unless you can demonstrate that such activities would meet the purpose of this program to expand the role and effectiveness of an HSI in its locality. HUD will scrutinize proposed activities for eligibility. As examples of eligible and ineligible on-campus activities, rehabilitating a library for use by your students would not be an eligible activity, but rehabilitating it to convert it to a micro-business enterprise center for the community would be; or as another example, just undertaking your normal activities (e.g., offering English as a Second Language classes) would not be considered eligible activities because they would not expand your role and effectiveness in community development activities. You should call Jane Karadbil at the above number if you have any questions about the eligibility of any activities you may propose. You may also look at the Office of University Partnerships website at [www.oup.org](http://www.oup.org) for summaries of last year's winners.

(2) *Examples of Eligible Activities.* Examples of activities that generally can be carried out with these funds, under one the three national objectives, include, but are not limited to:

- (a) Acquisition of real property;
- (b) Clearance and demolition;
- (c) Rehabilitation of residential structures to increase housing opportunities for low- and moderate-income persons and rehabilitation of commercial or industrial buildings to correct code violations or for certain other purposes, e.g., making accessibility and visitability modifications to housing;
- (d) Direct homeownership assistance to low- and moderate-income persons, as provided in section 105(a)(25) of the

Housing and Community Development Act of 1974;

(e) Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities and streets;

(f) Relocation payments and other assistance for temporarily and permanently relocated individuals, families, businesses, and non-profit organizations where the assistance is:

(1) Required under the provision of 24 CFR 570.606 (b) or (c); or

(2) Determined by your institution to be appropriate under the provisions of 24 CFR 570.606(d).

(g) Lead-based paint hazard reduction, pursuant to the CDBG regulations;

(h) Special economic development activities described at 24 CFR 570.203, including activities designed to promote training and employment opportunities;

(i) Assistance to facilitate economic development by providing technical assistance or financial assistance for the establishment, stabilization, and expansion of microenterprises, including minority enterprises.

(j) Assistance to community-based development organizations (CBDO) to carry out a CDBG neighborhood revitalization, community economic development, or energy conservation project, in accordance with 24 CFR 570.204. This could include activities in support of a HUD approved local CDBG Neighborhood Revitalization Strategy (NRS) or HUD approved State CDBG Community Revitalization Strategy (CRS);

(k) Establishment of a Community Development Corporation (CDC) at the institution to undertake eligible activities. If you are proposing a Community Development Corporation (CDC) component, it may qualify for CBDO activities;

(l) Up to 15 percent of the grant for eligible public services activities including:

(i) Work study programs that meet the program requirements of the Hispanic-serving Institutions Work Study program, which can be found at 24 CFR 570.416;

(ii) Outreach and other program activities as described in the Community Outreach Partnership Centers Program section of the SuperNOFA;

(iii) Educational activities including English as a Second Language (ESL) classes, adult basic education classes, GED preparation and testing, and curriculum development of courses that will lead to a certificate or degree in community planning and development;

(iv) Job and career counseling, assessment, training, and other activities designed to promote employment opportunities, not related to special economic development activities;

(v) Capacity building for community organizations;

(vi) Social and medical services for youths, adults, senior citizens, and the homeless;

(vii) Fair housing services designed to further the fair housing objectives of the Fair Housing Act (42 U.S.C. 3601-20) by making all persons, without regard to race, color, religion, sex, national origin, familial status and/or disability aware of the range of housing opportunities available to them;

(viii) Day care services and costs for the children of students attending your institution;

(ix) Continuum of care services for the homeless;

(x) Public access telecommunications centers including Twenty/20 Education Communities (formerly known as Campus of Learners) and Neighborhood Networks;

(xi) Activities to use HUD's Partnership for Advancing Technology in Housing (PATH) technology;

(xii) Services to assist low-income students to attend college, as part of the U.S. Department of Education's Gaining Awareness and Readiness for Undergraduate Program (GEAR UP). (For more information, call 1-800-USA-LEARN or visit the U.S. Department of Education's website at [www.ed.gov](http://www.ed.gov)).

(m) Up to 20% of your grant for program administration costs related to the planning and execution of community development activities assisted in whole or in part with grant funds. Pre-award planning costs may not be paid out of grant funds.

(D) *Other Requirements.* (1) *Leveraging.* Although a match is not required to qualify for funding, if you claim leveraging from any source, including your own institution, you must provide letters or other documentation evidencing the extent and firmness of commitments of leveraging from other Federal (e.g., Americorps Programs), State, local, and/or private sources (including the applicant's own resources). These letters or documents must be dated no earlier than the date of this published SuperNOFA. Potential sources of leveraging assistance include:

- Your own institution (for both direct and indirect costs);
- Federal, State and local governments;
- Housing authorities
- Local or national nonprofit organizations

Banks and private businesses; foundations; and Faith-based communities.

(2) *Employment of Local Area Residents (Section 3)*. Please see Section II(E) of the General Section of this SuperNOFA. The requirements are applicable to certain activities that may be funded under this program section of the SuperNOFA.

(3) *Labor Standards*. If you are awarded a grant, you must comply with the labor standards as found at 24 CFR 570.603.

(4) *OMB Circulars*. Your grant will be governed by the provisions of 24 CFR part 84 (Grants and Agreements with Institutions of Higher Education, Hospitals and other Nonprofit Organizations), A-21 (Cost Principles for Education Institutions, and A-133 (Audits of States, Local Governments, and Non-Profit Organizations). The application kit contains a detailed explanation of what these costs are. You can access the OMB circulars at the White House website at <http://whitehouse.gov/wh/eop/omb/html/circulars>.

#### IV. Application Selection Process

HUD will conduct two types of review: a threshold review to determine applicant eligibility; and a technical review to rate the application based on the rating factors in this section.

(A) *Threshold Factors for Funding Consideration*. Under this threshold review, your application can only be rated if it is both in compliance with the requirements of the **General Section** of the SuperNOFA and the following additional standards are met:

- (1) You must be an eligible HSI;
- (2) Your application requests a Federal grant of \$400,000 or less over the two-year grant period;
- (3) There is only one application from your institution or a campus of your institution;
- (4) At least one of the activities in your application is eligible.

(B) *Factors for Award Used to Evaluate and Rate Applications*. The factors for rating and ranking applicants, and maximum points for each factor, are provided below. The maximum number of points for this program is 102. This includes two EZ/EC bonus points, as described in the **General Section** of the SuperNOFA.

#### Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (15 points)

This factor addresses the extent to which you have the organizational resources necessary to successfully implement the proposed activities in a

timely manner. In rating this factor, HUD will consider the extent to which your application demonstrates the knowledge and experience of the overall project director and staff, including the day-to-day program manager, consultants, and contractors in planning and managing the kinds of programs for which funding is being requested. If this experience is found within the HSI, you will receive higher points on this factor than if you have secured this experience from consultants, contractors, and other staff outside your institution. In addition, if you demonstrate that the previous experience is for the project team from the institution proposed for this project, you will receive higher points than if the experiences are for people not proposed to work on this project. Experience will be judged in terms of recent, relevant, and successful experience of your staff to undertake activities in:

- (a) Outreach activities in specific communities to solve or ameliorate significant housing and community development issues;
- (b) Undertaking specific successful community development projects with community-based organizations; and
- (c) Providing proven leadership in solving community problems which have a direct bearing on the proposed activity.

#### Rating Factor 2: Need/Extent of the Problem (15 points)

This factor addresses the extent to which there is a need for funding the proposed program activities and an indication of the importance of meeting the need in the target area. In responding to this factor, you will be evaluated on the extent to which you document the level of need for the proposed activities and the importance of meeting the need.

You should use statistics and analyses contained in one or more data sources that are sound and reliable. To the extent that your targeted community's Five (5) Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice (AI) identify the level of the problem and the urgency in meeting the need, you should include references to these documents in your response to this factor.

If your proposed activities are not covered under the scope of the Consolidated Plan and AI, you should indicate such, and use other sound data sources to identify the level of need and the urgency in meeting the need. Types of other sources include Census reports, HUD Continuum of Care gaps analysis, law enforcement agency crime reports, Public Housing Authorities'

Comprehensive Plans, community needs analyses such as provided by the United Way, your institution, etc., and other sound and reliable sources appropriate for HSIAC. You may also address needs in terms of fulfilling court orders or consent decrees, settlements, conciliation agreements, and voluntary compliance agreements.

To the extent possible, the data you use should be specific to the area where the proposed activities will be carried out. You should document needs as they apply to the area where the activities will be targeted, rather than the entire locality or State, unless the target area is the entire locality or State.

#### Rating Factor 3: Soundness of Approach (50 points)

This factor addresses the quality and cost-effectiveness of your proposed work plan, the commitment of your institution to sustain the proposed activities, and your actions regarding affirmatively furthering fair housing.

(1) *Quality of the Work Plan (35 Points)*. (a) *Work Plan Impact (12 Points)*. Specifically, HUD will consider the extent to which your proposed activities will:

- (i) Expand the role of your institution in its community;
- (ii) Alleviate and/or fulfill the needs identified in Factor 2;
- (iii) Relate to and not duplicate other activities in the target area;
- (iv) Involve and empower the citizens of the target area in all stages of the proposed project; and
- (v) Be disseminated to a wide variety of audiences, both academic and community-based, using a wide variety of media, including print and Internet technology.

(b) *Specific Services and/or Activities (13 Points)*. HUD will consider the feasibility of success of your program, the measurable objectives, and how timely your products will be delivered. Specifically, HUD will examine the extent to which:

- (i) The project you propose can be completed within the two year grant period; and
- (ii) The objectives are measurable (e.g., the number of loans made, the number of jobs created), result in measurable improvement to the community (e.g., fifteen more homeowners, twenty more jobs in a specific field), and how well you demonstrate that these objectives will be achieved by your proposed management plan and team and will result directly from your activities.

(c) *Involvement of the Faculty and Students (5 points)*. The extent to which

your application proposes to use the funds that could be spent under the public service cap (i.e., 15 percent of the grant) for outreach and applied research activities related to the proposed activities that involve the students and faculty. HUD's goal is to encourage the kinds of activities that are eligible under the COPC program to be undertaken, within the public services cap constraint, in HSIAC.

(d) **HUD Priorities (5 points).** The extent to which your application will further and support at least one of the following priorities of HUD:

- (1) Promoting healthy homes;
- (2) Providing opportunities for self-sufficiency, particularly for persons enrolled in welfare-to-work programs;
- (3) Enhancing ongoing efforts to eliminate drugs and crime from neighborhoods through program policy efforts such as "One Strike and You Are Out" or the "Officer Next Door" initiative;
- (4) Providing educational, job training, and homeownership opportunities through such initiatives as GEAR UP, Neighborhood Networks, Twenty/20 Education Communities, and linking programs to Americorps; or
- (5) HUD's Partnership for Advancing Technology in Housing (PATH) initiative.

The *Healthy Homes* initiative implements a series of activities to protect children from home hazards such as lead-based paint, radon, fires, and accidents around the home.

The *GEAR UP* initiative promotes partnerships between colleges and middle or junior high schools in low-income communities, to help teach students how they can go to college by informing them about college options, academic requirements, costs, and financial aid, and by providing support services, including tutoring, counseling, and mentoring.

The *Neighborhood Networks* initiative enhances the self-sufficiency, employability, and economic self-reliance of low-income families and the elderly living in HUD-insured and HUD-assisted properties by providing them with on-site access to computer and training resources.

The *Twenty/20 Education Community* initiative (formerly known as Campus of Learners) is designed to transform public housing into safe and livable communities where families undertake training in new telecommunications and computer technology and partake in educational opportunities and job training initiatives.

The *Partnership for Advancing Technology in Housing (PATH)* initiative is a voluntary public/private

partnership that seeks to speed the creation and widespread use of advanced technologies in order to radically improve the quality, durability, energy efficiency, and environmental performance and affordability of housing. For more information, you can go to the PATH web site at [www.pathnet.org](http://www.pathnet.org).

(2) **Institutionalization of Project Activities (10 points).** The extent to which your project will result in the kinds of proposed activities being sustained by becoming part of the mission of your institution. In reviewing this subfactor, HUD will consider the extent to which program activities relate to your institution's mission; are part of a climate that rewards faculty work on these kinds of activities through promotion and tenure; benefits students because they are part of a service learning program at your institution; and are reflected in the curriculum. HUD will look at your monetary and non-monetary commitments to faculty and staff continuing work in the target area or other similar areas and to your longer term commitment (five years after the start of the grant) of hard dollars to similar work.

(3) **Affirmatively Furthering Fair Housing (5 points).** The extent to which you propose to undertake activities designed to affirmatively further fair housing, for example:

- (a) Working with other entities in the community to overcome impediments to fair housing, such as discrimination in the sale or rental of housing or in advertising, provision of brokerage services or lending;
- (b) Promoting fair housing choice through the expansion of homeownership opportunities and improved quality of services for minorities, families with children, and persons with disabilities; or
- (c) Providing housing mobility counseling services.

#### **Rating Factor 4: Leveraging Resources (10 points)**

This factor addresses your ability to secure community resources, which can be combined with HUD program funds to achieve program objectives.

In evaluating this factor, HUD will consider the extent to which you have established partnerships with other entities to secure additional resources to increase the effectiveness of the proposed activities. Resources may include funding or in-kind contributions, such as services or equipment. Resources may be provided by governmental entities, public or private nonprofit organizations, for-profit private organizations, or other

entities. You may also establish partnerships with other program funding recipients to coordinate the use of resources in the target area.

You may count overhead and other institutional costs (e.g., salaries) that are waived as leveraging. However, higher points will be awarded if you secure leveraging resources from sources outside your institution.

You must provide letters or other documentation showing the extent and firmness of commitments of leveraged funds (including your own resources) in order for these resources to count in determining points under this factor. Any resource for which there is no commitment letter will not be counted, nor will the resource be counted without the proposed level of commitment being quantified. If your application does not include evidence of leveraging, it will receive zero (0) points for this Factor.

#### **Rating Factor 5: Comprehensiveness and Coordination (10 points)**

This factor addresses the extent to which you have coordinated your activities with other known organizations, participate or promote participation in a community's Consolidated Planning process, and are working towards addressing a need in a holistic and comprehensive manner through linkages with other activities in the community. For specific information about your locality's process, contact the local or State Community Development Agency or the local HUD field office. If you propose to work in a Community Development Block Grant (CDBG) non-entitlement jurisdiction, you will only need to address and will only be rated on subfactors (1) and (3). If that is the case, the points for this factor will be evenly divided between these two subfactors.

In evaluating this factor, HUD will consider the extent to which you demonstrate that you have:

- (1) **(4 points)** Coordinated your proposed activities with those of other groups or organizations prior to submission in order to best complement, support, and coordinate all known activities and, if funded, the specific steps you will take to share information on solutions with others. Any written agreements, memoranda of understanding in place, or that will be in place after award, should be described.

- (2) **(3 points)** Taken or will take specific steps to become active in the community's Consolidated Planning process (including the Analysis of Impediments to Fair Housing Choice) established to identify and address a

need/problem that is related to the activities you propose.

(3) **(3 points)** Taken or will take specific steps to develop linkages to coordinate comprehensive solutions through meetings, information networks, planning processes or other mechanisms with:

(a) Other HUD-funded projects/activities outside the scope of those covered by the Consolidated Plan; and

(b) Other Federal, State or locally-funded activities, including those proposed or ongoing in the community.

(C) *Selections.* In order to be funded, you must receive a minimum score of 70 points. HUD will fund applications in rank order, until it has awarded all available funds. If two or more applications have the same number of points, the application with the most points for Factor 3, Soundness of Approach, shall be selected. If there is still a tie, the application with the most points for Factor 4, Leveraging, shall be selected.

HUD will not fund specific proposed activities that do not meet eligibility requirements (see 24 CFR part 570, subpart C) or do not meet a national objective in accordance with 24 CFR 570.208.

HUD reserves the right to make selections out of rank order to provide for geographic distribution of funded HSIACs. If HUD decides to use this option, it will do so only if two adjacent HUD regions do not yield at least one fundable HSIAC on the basis of rank order. If this occurs, HUD will fund the highest ranking applicant within the two regions as long as the minimum score of 70 points is achieved.

After all application selections have been made, HUD may require that you participate in negotiations to determine the specific terms of the Statement of Work and the grant budget. In cases where HUD cannot successfully complete negotiations, or you fail to provide HUD with requested information, an award will not be made. In such instances, HUD may elect to offer an award to the next highest ranking applicant, and proceed with negotiations with that applicant.

## V. Application Submission Requirements

You should include an original and two copies of the items listed below. In order to be able to recycle paper, please do not submit applications in bound form; binder clips or loose leaf binders are acceptable. Also, please do not use colored paper. Please note the page limits for some of the items listed below and do not exceed them.

Your application must contain the items listed in this section. These items include the standard forms, certifications, and assurances listed in the **General Section** of the SuperNOFA that are applicable to this funding (collectively referred to as the "standard forms"). The standard forms can be found in Appendix B to the **General Section** of the SuperNOFA. The remaining application items that are forms (i.e., excluding such items as narratives), referred to as the "non-standard forms" can be found as Appendix A to this program section of the SuperNOFA. The items are as follows:

(A) *SF-424*, Application for Federal Assistance.

(B) *HUD-424M*, Federal Assistance Funding Matrix.

(C) *Application Checklist*.

(D) *Transmittal Letter*, signed by the Chief Executive Officer of your institution or his or her designee. If a designee signs, your application must include the official designation of signatory authority.

(E) *Abstract/Executive Summary* (one page limit) describing the goals and activities of the project.

(F) *Budget*. The budget presentation should be consistent with the Statement of Work and include:

(1) A budget by activity, using Form HUD-30004 included in the application kit and in the program area section of the SuperNOFA. This form separates the Federal and non-Federal costs of each program activity. Particular attention should be paid to accurately estimating costs; determining the necessity for and reasonableness of costs; and correctly computing all budget items and totals.

(2) A narrative statement of how you arrived at your costs, for any line item over \$5,000. Indirect costs must be substantiated and the rate must have been approved by the cognizant Federal agency. If you are proposing to undertake rehabilitation of residential, commercial, or industrial structures or acquisition, construction, or installation of public facilities and improvements, you must submit reasonable costs supplied by a *qualified* entity other than your institution. Guidance for securing these estimates can be obtained from the CPD Director in your HUD field office or from your local government.

(3) A statement of compliance with the 20 percent limitation on "Planning and Administration" costs.

(G) *Statement of Work* (25 page limit; this page limit is separate from the 25 pages for the Narrative Statement addressing the rating factors described above) The Statement of Work incorporates all activities to be funded

in your application and details how your proposed work will be accomplished. (Please note that although submitting pages in excess of the page limit will not disqualify your application, HUD will not consider the information on any excess pages, which may result in a lower score or failure to meet a threshold.) For each proposed activity, your Statement of Work must:

(1) Arrange the presentation of major related activities (e.g., rehabilitation of a child care center, provision of tutoring services), summarize each activity, identify the primary persons (as described in addressing Rating Factor (1) involved in carrying out the activity and accountable for the deliverables, and delineate the major tasks involved in carrying it out. You should also describe how each activity meets a CDBG national objective.

(2) Indicate the sequence in which tasks are to be performed, noting areas of work that must be performed simultaneously. The sequence, duration, and the products to be delivered should be presented in six month intervals, up to 24 months.

(3) Identify the specific numbers of quantifiable intermediate and end products and objectives (e.g., the number of houses to be rehabilitated, the number of people to be trained, the number of minority businesses started, etc.) you aim to deliver by the end of the grant period as a result of the work performed.

(H) *Narrative Statement Addressing the Factors for Award*. (25 page limit, including tables, and maps, but not including any letters of commitment) You should number the narrative in accordance with each factor and subfactor. Please do not repeat material in the Statement of Work. (Please note that although submitting pages in excess of the page limit will not disqualify your application, HUD will not consider the information on any excess pages, which may result in a lower score or failure to meet a threshold.)

In addressing Factor 4, for each leveraging source, cash or in kind, you must submit a letter, dated no earlier than the date of this SuperNOFA, from the provider on the provider's letterhead that addresses the following:

- The dollar amount or dollar value of the in-kind goods and/or services committed. For each leveraging source, the dollar amount in the commitment letter must be consistent with the dollar amount you indicated in the Budget;

- How the leveraging amount is to be used;

- The date the leveraging amount will be made available and a statement that

it will be for the duration of the grant period;

- Any terms and conditions affecting the commitment, other than receipt of a HUD HSIAC Grant; and
- The signature of the appropriate executive officer authorized to commit the funds and/or goods and/or services. (See the application kit and the program area section of the SuperNOFA for a sample commitment letter.)

(I) *Certifications*. (1) SF-424B, Assurances for Non-Construction Programs;

(2) HUD-50071, Certification of Payments to Influence Certain Federal Transactions;

(3) SF-LLL, Disclosure of Lobbying Activities (if applicable);

(4) HUD-2880, Applicant/Recipient Disclosure/Update Form;

(5) HUD-50070, Certification of Drug-Free Workplace;

(6) HUD-2992, Certification Regarding Debarment and Suspension;

(7) HUD-2991, Certification of Consistency with the Consolidated Plan; and

(8) HUD-2990, Certification of Consistency with the EZ/EC Strategic Plan (if applicable);

(J) *Acknowledgement of Receipt of Applications* (HUD-2993). If you wish to confirm that HUD received your application, please complete this form. This form is optional.

(K) *Client Comment and Suggestions* (HUD-2994). If you wish to offer comments on the HSIAC NOFA of this SuperNOFA or the SuperNOFA process, please complete this form. This form is optional.

You may not submit appendices or general support letters or resumes. If you submit letters of leveraging commitment, they must be included in your response to Factor 4. If you submit other documentation, it must be included with the pertinent factor responses (taking note of the page limit).

#### **VI. Corrections to Deficient Applications**

The **General Section** of the SuperNOFA provides the procedures for corrections to deficient applications.

#### **VII. Environmental Requirements**

Selection for award does not constitute approval of any proposed sites. Following selection for award, HUD will perform an environmental review of activities proposed for assistance under this program, in accordance with 24 CFR part 50. The results of the environmental review may require that your proposed activities be modified or that your proposed sites be rejected. You are particularly cautioned not to undertake or commit funds for acquisition or development of proposed properties prior to HUD approval of

specific properties or areas. Your application constitutes an assurance that your institution assist HUD to comply with part 50; will supply HUD with all available and relevant information to perform an environmental review for each proposed property; will carry out mitigating measures required by HUD or select alternate property; and will not acquire, rehabilitate, convert, lease, repair, or construct property and not commit HUD or expend local funds for these program activities with respect to any eligible property until HUD approval of the property is required. In supplying HUD with environmental information, you should use the same guidance as provided in the HUD Handbook entitled "Field Environmental Review Processing for HUD Colonias Initiative Grants" issued January 27, 1998.

#### **VIII. Authority**

This program was approved by Congress under the section 107 of the CDBG appropriation for fiscal year 2000, as part of the FY 2000 HUD Appropriations Act. HSIAC is being implemented through this program section of the SuperNOFA and the policies governing its operation are contained herein.

BILLING CODE 4210-32-P

## APPENDIX A

The non-standard forms, which follow, are required for your HSIAC application.

**Section B: HSIAC Application Checklist**

The following checklist is provided to ensure that you have submitted all the required items for you to receive funding consideration under this competition.

**Each of the items must be included in your application, in the order listed. On the line to the left of each item, you must list the page number(s) where the item can be found in your application. Each page of your application must list the name of your institution and the Federal Register number for the NOFA. For application items which are not forms, you should clearly indicate to which items you are responding.**

- \_\_\_\_\_ 1. SF-424, Application for Federal Assistance
- \_\_\_\_\_ 2. HUD-424M, Funding Matrix (if applicable)
- \_\_\_\_\_ 3. Application Checklist
- \_\_\_\_\_ 4. Transmittal Letter
- \_\_\_\_\_ 5. Abstract
- \_\_\_\_\_ 6. Budget
- \_\_\_\_\_ Form HUD-30004, the budget for each of the two years and the total grant period
- \_\_\_\_\_ Narrative explanation of how costs were derived, including any back-up materials
- \_\_\_\_\_ Statement of compliance with 20% limitation on "Planning and Administration" costs
- \_\_\_\_\_ 7. Statement of Work
- \_\_\_\_\_ 8. Narrative Statement Addressing the Factors for Award (including letters of commitment)
- \_\_\_\_\_ 9. Certifications
- \_\_\_\_\_ SF-424B, Assurances
- \_\_\_\_\_ Certification of Payments To Influence Certain Federal Transactions (HUD-50071)

- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (if applicable)
- \_\_\_\_\_ Applicant/Recipient Disclosure/Update Report (HUD-2880)
- \_\_\_\_\_ Certification for a Drug-Free Workplace (HUD-50070)
- \_\_\_\_\_ Certification Regarding Debarment (HUD-2992)
- \_\_\_\_\_ Certification of Consistency with the Consolidated Plan (HUD-2991)
- \_\_\_\_\_ EZ/EC Certification (HUD-2990) (if applicable)
- \_\_\_\_\_ 10. Acknowledgment of Receipt of Application (HUD-2993) (optional)
- \_\_\_\_\_ 11. Client Comments and Suggestions Form (HUD-2994) (optional)

---

**Abstract**

---

Project Number (Leave Blank) \_\_\_\_\_

Grantee (Name of College/University) \_\_\_\_\_

Requested Grant Amount \_\_\_\_\_

Project Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Project Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

---

**Project Description:**

# Hispanic-Serving Institutions Assisting Communities **Budget**

Applicant should duplicate this page as necessary.

U.S. Department of Housing and Urban Development  
Office of Policy Research and Development

OMB Approval No. 2528-0198 (exp. 9/30/2002)

Activity	Year 1		Year 2		Total	
	Federal \$	Leveraged \$	Federal \$	Leveraged \$	Federal \$	Leveraged \$
Name of Activity						
Direct Labor						
Fringe Benefit						
Materials						
Travel						
Equipment						
Consultants						
Subcontracts						
Other Direct Costs						
Indirect Costs						
<b>Subtotal</b>						
Name of Activity						
Direct Labor						
Fringe Benefit						
Materials						
Travel						
Equipment						
Consultants						
Subcontracts						
Other Direct Costs						
Indirect Costs						
<b>Subtotal</b>						
Name of Activity						
Direct Labor						
Fringe Benefit						
Materials						
Travel						
Equipment						
Consultants						
Subcontracts						
Other Direct Costs						
Indirect Costs						
<b>Subtotal</b>						
<b>Grand Totals (this page)</b>						

The information collection requirements contained in this notice of funding availability and application kit will be used to rate applications, determine eligibility, and establish grant amounts for the Hispanic-Serving Institutions Assisting Communities (HSIAC) program. Total public reporting burden for collection of this information is estimated to average 80 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information submitted in response to the notice of funding availability for the HSIAC program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Pub.L. 101-235, approved December 15, 1989, 42 U.S.C. 3545). The agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

form HUD-30004 (12/98)

# Hispanic-Serving Institutions Assisting Communities Budget

Applicant should duplicate this page as necessary.

U.S. Department of Housing and Urban Development  
Office of Policy Research and Development

Activity	Year 1		Year 2		Total	
	Federal \$	Leveraged \$	Federal \$	Leveraged \$	Federal \$	Leveraged \$
Name of Activity						
Direct Labor						
Fringe Benefit						
Materials						
Travel						
Equipment						
Consultants						
Subcontracts						
Other Direct Costs						
Indirect Costs						
<b>Subtotal</b>						
Name of Activity						
Direct Labor						
Fringe Benefit						
Materials						
Travel						
Equipment						
Consultants						
Subcontracts						
Other Direct Costs						
Indirect Costs						
<b>Subtotal</b>						
Name of Activity						
<b>Planning and Management</b>						
Direct Labor						
Fringe Benefit						
Materials						
Travel						
Equipment						
Consultants						
Subcontracts						
Other Direct Costs						
Indirect Costs						
<b>Subtotal</b>						
<b>Grand Totals (all pages)</b>						

---

## Sample Letter of Commitment

---

### *Use the Commitment Provider's Letterhead*

(Insert Date)

Processing and Control Branch  
Office of Community Planning and Development  
Department of Housing and Urban Development  
451 7<sup>th</sup> Street, SW, Room 7251  
Washington, DC 20410-3500  
ATTN: (fill in appropriate program name)

Re: HUD Notice of Funding Availability, FR- , for (fill in appropriate program name)

To Whom It May Concern:

If this proposal is funded, (provider name) commits \$(amount) (or) (type of in-kind contribution) valued at \$(amount) to (applicant name) for (type of activity) to be made available for recipients of the program. These funds will be made available on (date) for the following grant activity(ies): \_\_\_\_\_

Sincerely,

(Signature of Authorized  
Representative)

(Title)

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

---

**ALASKAN NATIVE/NATIVE  
HAWAIIAN INSTITUTIONS  
ASSISTING COMMUNITIES  
(AN/NHIAC)**

